Notification of Organizational Change	1. **TO**: (title, IC, and building/room)

2. **TYPE OF CHANGE**:	3. **APPROVAL AUTHORITY**
☐ Establish organizational components *(Functional statements are attached.)* ☐ Abolish organizational components ☐ Transfer organizational components ☐ Retitle organizational components ☐ Revise functional statements (*attached*) ☐ Revise Standard Administrative Codes	
	4. **EFFECTIVE DATE**

5. **CHANGES.** List all changes that have just been approved. Include Standard Administrative Codes for each organization referenced. Identify each <u>new</u> organization as Intramural, Extramural, or Other. Use separate pages if more space is needed.

6. **REORGANIZED COMPONENTS PLEASE NOTE**: You are required to initiate action with your servicing personnel office. You must assure that all employees who are assigned to organizational components whose Standard Administrative Codes have been changed as a result of this organizational change are appropriately reassigned.

7. **DISTRIBUTION**: You may determine from the list below which office(s) may have a need for or interest in receiving a copy; however, you must send a copy to the offices already checked.

☐ Director, NIH	☐ IC Executive Officers
☐ Deputy Director, NIH	☒ OD Executive Officer *(for OD/NIH changes only)*
☐ Deputy Director for Extramural Research	☒ Director, Office of Management Assessment, OA
☐ Deputy Director for Intramural Research	☐ Director, Office of Acquisition Mgmt. & Policy, OA
☐ Deputy Director for Management	☐ Director, Office of Logistics & Acquisition Operations, OA
☐ Associate Director for Administration	☐ Director, Office of Budget
☐ Associate Director for Science Policy	☐ Director, Office of Financial Management
☐ Associate Director for AIDS Research	☒ Director, Office of Human Resource Management
☐ Associate Director for Communications	☐ Director, Division of Support Services, ORS
☐ Associate Director for Disease Prevention	☒ Director, H. R. Technology Development Div., OHRM
☐ Associate Director for Extramural Affairs	☒ Dir., Workforce Performance & Measurement Div., OHRM
☐ Associate Director for Legislative Policy and Analysis	☒ IC or OD Budget Officer
☐ Associate Director for Research on Minority Health	☒ IC or OD Personnel Officer
☐ Associate Director for Research on Women's Health	☒ IC or OD Manual System Contact
☐ Associate Director for Research Services	☒ NIH Directives Officer
☐ Director, Office of Equal Opportunity	☒ NIH Organizational Change Coordinator
☐ IC Directors	

8. **SIGNATURE**	9. **DATE**